

**GUIDELINES AND REQUIREMENTS
FOR FUNDRAISER COMPANIES**

1. Vendor must have appropriate fundraiser products and an organized program in order to be considered as a vendor for the Lewisville Independent School District. This will be demonstrated by the vendor providing a complete packet of brochures, descriptive procedures, and references to the Purchasing Department for review. Purchasing will review and check references. Only area school references will be considered.
 2. The preferred percentage of profit for Lewisville ISD is 40%. If other than 40%, note here: _____%.
 3. Salesperson must discuss project with the school Principal. Only the Principal shall assign the salesperson to a Sponsor. If the salesperson calls directly on staff, your company will be removed for one year from the list of approved vendors.
 4. The salesperson shall obtain a signed copy of the Purchase Order before beginning the project. The Sponsor and Principal shall complete the Lewisville ISD Purchase Order on Region X that will be submitted to the Purchasing Department for approval. The confirming Approved Purchase Order will be mailed and/or faxed to the company. (A Purchase Order will not be issued while salesperson waits in the lobby). [NOTE: Estimated quantities can be used on the Purchase Order.]
 5. The Vendor will review and reconcile all aspects of the Fund Raiser project with the Sponsor and Principal. This will include replacing broken items, picking up unsold items, etc.
 6. The Vendor is responsible for mailing an invoice, referencing the project's Purchase Order Number, to the billing address, noted below. Payment will be issued net 30 days after receipt of the invoice and Purchase Order payment approval by the Principal on the Purchasing System. If necessary, after the project is complete, the salesperson shall issue credit for broken or unsold items returned to the Vendor. Vendor will mail credit memo to the billing address and reference the project's Purchase Order Number.
 7. LISD's Billing address:
Lewisville ISD
Attn: Accounts Payable
P O Box 217
Lewisville, TX 75067.
- If your company uses any other billing address, Lewisville ISD will not be responsible for late payments, service charges, etc.
8. Please allow at least 30 days for processing of this application. Results will be mailed to the salesperson. Only approved vendors will receive a Permit to Call Card.
 9. Each year the administration staff will evaluate the current list of approved fundraisers. If any complaints are lodged with this office concerning operations, accounting, procedures, etc. about your company, you will be removed from the fundraiser list.
 10. We, the undersigned, have read and fully understand all the above guidelines and requirements and can comply.

Authorized Salesperson

Company's Name

Address

Area Code\Telephone Number

ADMINISTRATIVE GUIDELINES 2008-2009

FUNDRAISING COMPANIES

Fund raising companies shall be required to complete an application called "**Vendor Registration Form**" and submit it to the Purchasing Director in order to be considered as a fundraiser vendor for the Lewisville Independent School District.

It is preferred that the Fundraiser Company representative reside in the North Texas, Dallas-Fort Worth Metroplex area, or make regular visits to this area.

The preferred percentage of profit for Lewisville Independent School District is to be at least forty percent (40%) unless otherwise noted.

Each year the principals and PTA groups shall evaluate the current vendors as to their performance on fundraiser projects. If any complaints are noted during the evaluation process, the fundraiser vendor **will not** be renewed for the following year. The company may then reapply the following year.

**FUNDRAISER VENDOR
REFERENCES**
(Only area school district references will be considered)

Please provide us with no less than three (3) references:

1. Name: _____
School/Church: _____
Address: _____
City: _____
Area Code/Telephone: _____

2. Name: _____
School/Church: _____
Address: _____
City: _____
Area Code/Telephone: _____

3. Name: _____
School/Church: _____
Address: _____
City: _____
Area Code/Telephone: _____

4. Name: _____
School/Church: _____
Address: _____
City: _____
Area Code/Telephone: _____

5. Name: _____
School/Church: _____
Address: _____
City: _____
Area Code/Telephone: _____

6. Name: _____
School/Church: _____
Address: _____
City: _____
Area Code/Telephone: _____